



School Partnerships

APPLICATION CHECKLIST

Once you begin filling out the online application you will not be able to save information and go back later to revise or complete. Follow this checklist to make sure you're ready to fill out all needed information and submit. If you do accidentally submit an incomplete application be sure to notify staci.shaw@libraries.idaho.gov ASAP so we can delete it.

- Completed Reading Challenge worksheet for each school. **All fields** must be completed unless noted "optional."

Incomplete applications will require follow-up by our staff, which will affect the actual process date. This could affect the application deadline. Applications are approved based on process date.

- Information regarding how your library will formally evaluate its summer reading program (survey tool and audience).

This will be a simple checkmark: The kind of evaluation(s) you plan to use (survey, questionnaire, etc.) and the target audience(s) (children, teens, parents, etc.)

- Whether or not your library will track the number of children who read at least 10 books or 10 hours.

This will be a simple checkmark: yes or no

- Library director name and contact information, if different than applicant.

A copy of the submitted application, along with directions for tracking and reporting, will be sent to the library director so that ample notification is provided and the director is aware of the library's commitments.